



**Board of Nursing Home Administrators  
Meeting Notice  
November 19, 2021**

---

<b>Time:</b>	9:00 a.m.
<b>Location:</b>	Department of Health Online Meeting Only  <i>Access to the online meeting is on the <a href="#">last page</a> of this agenda.</i>
<b>Contact Person:</b>	Kendra Pitzler, Program Manager (360) 236-4723
<b>Board/Committee Members:</b>	Carl Christensen, Ph.D., RN, Chair Ann Zell, NHA, Vice Chair Marlita Basada, RN Angela Cerna, NHA Jesse Shelton, NHA Matthew Macklin, NHA David Escobar, DO Paul Emmans, DO Rosalie Romano, Ph.D. Public Member
<b>Assistant Attorney General:</b>	Luke Eaton, Assistant Attorney General
<b>Staff:</b>	James Chaney, Executive Director Kendra Pitzler, Program Manager Karen Gohlsen, Program Support

<p>In accordance with the Open Public Meetings Act, the agenda for this regular meeting was made available online at least 24 hours prior to the start time of the meeting pursuant to RCW 42.30.077.</p>
---

## Open Session:

### **1. Opening of Public Meeting – Carl Christensen, Chair - DISCUSSION/ACTION.**

1.1. *Call to Order*

1.2. *Introductions*

### **2. Consent Agenda – Carl Christensen, Chair - DISCUSSION/ACTION.**

*Items listed under the consent agenda are considered routine agency matters and will be approved by a single motion of the Board without separate discussion. If separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.*

2.1. Approval of the November 19, 2021 agenda.

2.2. Approval of the July 23, 2021 regular meeting minutes.

### **3. Discussion of Items Removed from the Consent Agenda - DISCUSSION/ACTION.**

*The Board will discuss items removed from the Consent Agenda.*

### **4. Nursing Home Administrator Program Statistics**

4.1. **Credentialing Statistics/Updates – Hyon Yi, Acting Deputy Credentialing Manager - DISCUSSION/ACTION.** *The Board will review data relating to issuance of nursing home administrator licenses.*

4.2. **Disciplinary Statistics – Kendra Pitzler, Program Manager - DISCUSSION/ACTION.** *The board will review data relating to complaint investigation and discipline. The board will also discuss whether there are other types of case data that the board could benefit from reviewing, such as the predominant themes of and most identified reasons for the complaints.*

### **5. Budget Report & Discussion– Jeff Orwig, Finance Officer – DISCUSSION/ACTION.**

*The board will review & discuss the budget report. This will include information on how the fee increase will affect the current budget projection.*

### **6. Board Documents – Carl Christensen, Chair – DISCUSSION/ACTION.**

6.1. **Board 2021-2023 Business Plan.** *Members will review a proposal for the board's 2021-2023 business plan.*

6.2. **Board Bylaws.** *Members will review the board bylaws and determine if changes need to be made.*

### **7. Ethics Presentation – Luke Eaton, AAG.** *AAG Luke Eaton will instruct members on laws relating to ethics.*

8. **AIT Discussion – Carl Christensen, Chair – DISCUSSION/ACTION.** *The board will discuss the preferred process when an individual who holds an AIT credential is approved as an interim nursing home administrator.*
9. **Applicant Requirement for a Baccalaureate Degree – Kendra Pitzler, Program Manager - DISCUSSION/ACTION.** *RCW 18.52.071 requires successful completion of the requirements for a baccalaureate degree from a recognized institution of higher learning. There are some situations in which institutions now allow an individual to obtain a master's degree without first obtaining a baccalaureate degree. Board members will discuss how to evaluate an application where the individual presents a master's degree but has not earned a baccalaureate degree.*
10. **Executive Director Report – James Chaney, Executive Director – DISCUSSION/ACTION.** *Mr. Chaney will update the board regarding possible legislation which includes a proposal by the department to increase the number of nursing home administrator board members and remove the requirement that board members be United States citizens. Mr. Chaney will also ask for board member volunteers to represent the board on department legislative update calls. Mr. Chaney will also update the board about what the department is doing related to health equity continuing education as a result of SB 5229 and next steps for the board. Other issues will be addressed as needed.*
11. **Program Manager Report – Kendra Pitzler, Program Manager – DISCUSSION/ACTION.** *Ms. Pitzler will update the board the October 2021 NAB meeting, ask for volunteers to present at the DSHS new administrators training and present other information as needed.*
12. **Meeting Adjourned**

<p><b>Virtual Meeting Access:</b> This meeting is being held via Microsoft Teams.</p> <p><b>Join on your computer or mobile app</b> <a href="#"><u>Click here to join the meeting</u></a></p> <p><b>Or call in (audio only)</b> <a href="#"><u>+1 564-999-2000,,751929315#</u></a> United States, Olympia <b>Phone Conference ID: 751 929 315#</b></p>	<p><b>Times and Order:</b> The meeting will begin at 9:00 a.m. and will continue until all agenda items are complete. This agenda is subject to change. Comments from the public in attendance will be taken after each agenda item.</p> <p><b>This meeting is being recorded.</b> If anyone objects or does not consent, please let us know.</p>
--	---

Next Scheduled Meeting:

January 28, 2022  
9:00 a.m.  
Virtual Meeting via Microsoft Teams